

Open Data Policy

Approval Body:	ELT
Endorsement Date:	00 Month 2020
Current Version:	<p>2.0</p> <p><i>Policy documents change from time to time and it is recommended that you consult the electronic reference copy on the Intranet to ensure that you have the current version.</i></p>
Compulsory Review Cycle:	4 years
Review Date:	<p>00 Month 2024</p> <p><i>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.</i></p> <p><i>Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of ELT.</i></p>
Responsible Department:	Strategy and Business Intelligence
Relevant Legislation:	<p>Audit Act 1994 (Victoria)</p> <p>Copyright Act 1968 (Commonwealth)</p> <p>Electronic Transactions (Victoria) Act 2000</p> <p>Evidence Act 2008 (Victoria)</p> <p>Financial Management Act 1994 (Victoria)</p> <p>Freedom of Information Act 1982 (Victoria)</p> <p>Health Records Act 2001 (Victoria)</p> <p>Local Government Act 2020 (Victoria)</p> <p>Privacy and Data Protection Act 2014 (Victoria)</p> <p>Public Records Act 1973 (Victoria)</p>

Relevant External Policies, & Standards:	Australian Government Public Data Policy Statement DataVic Access Policy Open Council Data Standards Public Record Office Victoria Access Standard PROS 19/06 Whole of Victorian Government Intellectual Property Policy
Relevant Council Documents:	Data and Information Management Policy Information Sharing Procedure Privacy Policy
ECM ID:	000000

1. Purpose and Intent

The City of Casey holds, creates, and collects vast amounts of data during its daily activities. This data has intrinsic economic and social value and ranges from business and economic to environmental, demographic, & geospatial data.

The purpose of this policy is to improve the management and use of data assets in support of an open data model which will deliver value and benefits for Council and our external stakeholders (including but not limited to Educational Institutions, State and Federal Government, Businesses, Start-ups, Community organisations, residents, and others).

2. Scope

This policy applies to all data owned by or sufficiently licensed to Council.

3. Definitions

Key term	Definition
Council	Means the City of Casey. A body corporate constituted as a municipal Council under the Local Government Act 2020.
Data	Information, especially facts or numbers, collected to be examined and considered and used to help decision making.
Employees	Council Employees, contractors, volunteers, and casual or temporary staff employed through agencies.
Open Data	Council held data made available to the community via an open data platform.
Open Data Platform	Web based portal made available to the community to access and download open data.
Metadata	Data that provides information about other data. Tags attached to open data files which provide information about the dataset.
Standards	Quality controls that datasets must comply with if they are to be released as Open Data.

4. Policy

The City of Casey is committed to Open Data by default as a means of fostering greater transparency and accountability to our community, driving innovation and economic opportunities for businesses, and making us a more cost effective, efficient, and responsive organisation.

4.1. Casey's Open Data Principles

As an organisation we aspire to ensure the right data is transparent to the right parties at the right time. We can achieve this by adopting the following principles:

- » **Data will be Available Free** - Data will be made available at no cost, unless Council is explicitly authorised to charge a fee, a cost is set by legislative requirements, or where curation or data manipulation by a council officer is needed by the requestor.
- » **Data will be Available for Open Use** - Data will be made available under flexible and open licenses, allowing for unrestricted reuse by the public.
- » **Data will be in Accessible Formats and Easy to Find** - Data will be easily discoverable through an Open Data Platform in accessible formats that promote its reuse.
- » **Data will be Released Within Set Standards and Accountabilities** - Data will be available in a timely and relevant manner. A governance framework will be implemented to ensure the release of fit-for-purpose data in accordance with set standards and guidelines. Sufficient context and metadata will be provided to notify the user of any limitations or gaps in the dataset.
- » **Data Will be Protected Where Required** - The City of Casey is committed to ensuring information of a private, confidential, public safety, security, and legal nature remains secure. Data will not be released in part or in full where any of the conditions below cannot be avoided.

Conditions	Description
Commercial	» Commercial in confidence, patent pending, or intellectual property considerations.
Confidentiality	» Arising from the nature of the data or information itself or because a contractual arrangement or promise has been made in relation to the data or information.
Intellectual Property	» Data where the copyright is not owned by the Council or sufficiently licensed to the City of Casey.
Legal Privilege	» Relating to legal advice.

Privacy	» Personal and / or sensitive information that can be identified / linked with an individual.
Public interest	» Where public interest considerations against disclosure on balance outweigh public interest considerations in favour of disclosure.
Security	» Data which could potentially expose citizens to increased risk in some form.

- » **Council will Continue to engage with the community** - Opportunities will be provided for the community to request datasets and provide feedback. The Open Data Program will be continually improved and refined based on this feedback.

4.2. Organisational Risk and Indemnity

Any Data made available is provided in good faith. Council will not be held liable for any losses (personal or commercial) as a result of using the data.

4.3. Responsibilities

Who	What
Data Custodian	» <i>Direct how data is utilized on behalf of the Data Owner (including approval of associated business rules). They are responsible for ensuring the ongoing alignment of the data with business needs.</i>
Data Owner	» <i>Ultimately responsible for data and associated business risks. Typically, people who understand the business and who can verify that data definitions are aligned with business process.</i>
Data Stewards	» <i>Responsible for maintaining the data quality of an asset within the data (prevent, detect, correct and measure), and for the continuous improvement of data.</i>
Data User	» <i>Uses the data being governed. Personally responsible for adhering to policies, processes and standards.</i>
Head of Business Intelligence	» <i>Responsible for addressing any issues escalated by Team Leader Data Management relating to the Data Governance program.</i>
Team Leader Data Management	» <i>Responsible for oversight of Data Governance program (Responsible for oversight and response to issues relating to Privacy, Data Protection, and Risk) and response to issues relating to Data Integrity.</i>

4.4. Breaches

Breaches of this policy may result in action being taken in accordance with Council's Disciplinary Code and may result in termination of employment.

5. Relevant Forms

Links to any forms needed to meet the policy's requirements. Use of links recommended. If there are none, just remove the below wording and add in 'NA.'

Title	Link

6. Document History

Date approved	Change Type	Version	Next Review Date
17 October 2017		2.0 2.0	30 October 2017
00 Month 2020	Minor Amendments	3.0	00 Month 2024